

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** February 9, 2015  
**CC:** All Departments

*Carter*



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**Important Notes to All:  
Selectmen's Non-Public on February 12, 4 PM  
Time Slot for each Department Head to follow**

**Business Session:** N/A

**Workshop:** Selectmen will be conducting a Work Session, February 12<sup>th</sup>, 4 pm, which will immediately go into Non-Public Session per RSA 91-A:3 II (a) & (c) and to return only for the purpose of adjourning.

**Weekly Activities:** Carter asked that the Weekly Report be submitted without his report, due to being ill Tuesday and Wednesday. DRA did not request any changes from their review. The Warrant and Budget have been signed and posted at Town Hall, Public Safety Building, Moultonborough and Center Harbor Post Offices, Moultonborough Library, and on the Town's website (home page, yellow banner). A copy has been emailed to the printer.

**Finance & Personnel:** Nothing to report this week.

**Assessor:** Nothing to report this week.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Monday, Agent Kinmond was out at 5:30 a.m., checking roads. Foreman Wakefield was called in to plow and treat Ossipee Park Road. The Crew was in at 7 a.m., and plowed route 4 +/-1 times throughout the storm. At 1 p.m. contractors were called in and plowed private roads twice. Highway crews assisted in plowing private roads in Suissevale due to staff shortages. Due to the cold temperatures, roads were left as cold snow roads. Tuesday, crews worked on sanding all paved roads, and then later in the day salted and scraped Town main routes to uncover the center line. On Wednesday, a snow squall hit and dropped another .5" of snow, and all roads were scraped and treated. The crew worked on removing the remaining snow pack from the roadways and mixed 124 tons of salt with liquid deicer. Using the WMF loader, the crew pushed back intersections and cul-de-sacs on the east side of Town. Truck #3 developed a fuel leak and was repaired. On Thursday, Agent Kinmond checked roads at 4 a.m., and the crew began to plow at 4:30 a.m. and private contractors were called to plow at 9 a.m. Highway crews assisted plowing private roads in Suissevale and Balmoral due to staff shortages. Crews repaired a broken wing arm on truck #6. Agent Kinmond attended the Board of

Selectmen's meeting and public hearing on the Warrant and Budget. On Friday, the crew mixed salt with liquid deicer, spot treated gravel roads with sand and checked for drifts. Maintenance was done on equipment in preparation of the next storm. The crew assisted F&G with maintaining the ice rink. Agent Kinmond attended CPS Training in Concord. On Saturday, Agent Kinmond was out for salt delivery stockpile maintenance (3 ton loads delivered and pushed into the storage area) and pretreated facilities with liquid brine, along with other roads which were treated with salt. Agent Kinmond checked the roads at 5 a.m. on Sunday and called crews in at 5:30 am. The crews plowed and treated paved roads (twice). Due to the forecast and storm duration, operations were suspended. At 5 p.m. Agent Kinmond checked the roads, and coupled with the low accumulation rate for the day and freezing drizzle, opted to hold back Town and private contractor crews until 4 a.m.

Facilities & Grounds: Highway assisted with rink maintenance, snow blowing and treating the ice with the Zamboni (Monday, Thursday and Friday). The Grounds crew replaced a glass panel at the rink, maintained walkways and recyclables. Facility workers assisted Highway for the majority of the week due to the weather, and handled a HVAC issue at PSB, a plugged toilet at Town Hall, temporary repair of air intake solenoid on the wood boiler and built shelves for a storage container at Highway.

Waste Management: Supervisor Greenwood reported nothing significant other than winter maintenance operations. FA King assisted F&G on Monday's storm by maintaining walkways during the afternoon.

The week ahead: Storm clean up.

**Moultonborough Police Department:** The PD responded to 177 Calls For Service: 22 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 5 arrests, 3 complaints, 7 MV Accidents, 3 MV Complaints, 7 residential alarms, 4 commercial alarms and 0 K-9 complaints.

**Moultonborough Fire Department:** Year to date there has been 65 calls for emergency service. For the period of 1/30/2015 to 02/5/2015 there were 15 calls for service: (4) Medical Emergencies, (2) Motor Vehicle accidents, (2) Power Line calls, (1) Arcing, shorted electrical equipment call, (2) Good Intent calls, (1) Public Service call, and (2) Lift Assists. We received automatic aid on four calls from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:18 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:10 minutes

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 15:00 minutes

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations: Chief Bengtson met with the Department of Environmental Services regarding the above ground storage tank at MA. Monthly inspections need to be established along with the marking of product and fill level. Modifications need to be made to comply with new regulations. Chief Bengtson also met with the Safe Schools Leadership Team on 2/5/15 and with Lee Kimball to discuss updating the Local Emergency Operation Plan on 1/29/15. During the week of 1/30/15 to 2/5/15 there was 1 request for information and 1 Code Red registration update. We continue to keep hydrants clear of snow.

**Development Services:** Nothing to report this week.

**Town Planner:** Nothing to report this week.

**Code Enforcement:** The State has changed the requirements on water testing of the playground system. The playground system must now be disinfected each spring at startup with certification to the state that we did it. They are also requiring that we test the system every month it is operating instead of twice a season.

**Human Services:** Nothing to report this week.

**Recreation:** This past weekend, Kindergarten, and grades 1 and 2 basketball levels wrapped up the season. Grades 3-4 finished their seasons, each with a round robin tournament at the Meredith Community Center. After each tournament, medals were given to all participants! Grades 5-6 will wrap up their season this Saturday, February 14 with a round robin. MRD is now accepting registrations for the adult trip to the Portland Flower Show in Maine, on Thursday, March 5. MRD is gearing up for some great activities coming up toward the end of the month. On February 20, MRD will host the Father/Daughter Dance at the Academy, for girls in grades 2-6 and their dads. On Saturday, February 21, families will show off their creations at the Cardboard Box Sled Derby, 1 p.m. at Playground Drive. This is always an exciting day, as participants' entries are judged, and then used to float or race down the hill! On Tuesday, February 24, MRD will host a sledding party, and on Thursday the 26<sup>th</sup>, the rink will be lit up for a Twilight Skating Party. All ages are welcome to attend. Dan Sturgeon was accepted into the Primex Supervisor Academy that will take place in March.

**Important Dates to Remember**

Selectmen's Work Session, February 12, 2015, 4 PM

Selectmen's Meeting, February 19, 2015, 7 PM

Selectmen's Work Session, February 26, 2015, 4 PM

**\* Staff Meeting, February 20, 2015 @ 9 a.m. \***